



Maroochy Beach Gymnastics

Conflicts of Interest Policy

Purpose

The purpose of this policy is to ensure that all actual, potential, or perceived conflicts of interest are identified, disclosed, and managed to protect the integrity, transparency, and accountability of Maroochy Beach Gymnastics.

This policy supports good governance and ensures decisions are made in the best interests of the club and its members.

Scope

This policy applies to:

- All Management Committee members
- Employees, contractors and volunteers where they are involved in decision-making or are in a position to influence outcomes

Definition of Conflict of Interest

A conflict of interest in a sporting club occurs when a person's private interests (financial, personal, or family) conflict with their duty to act in the best interests of the club.

Effective governance requires identifying, declaring, and managing these conflicts—whether actual, potential, or perceived—to maintain integrity and trust, often by restricting the person's participation in related decisions.

A conflict of interest may still exist where a person is an employee of the Club if they have a direct or material personal interest in a matter beyond their general employment.

The Committee will assess conflicts based on the specific circumstances and the level of potential influence or benefit, rather than relying solely on technical exemptions.

Key Aspects of Conflict of Interest Governance:

- **Definition:** A conflict arises when a club official (board member, coach, staff) can, or appears to be able to, influence a decision to gain a personal advantage

or benefit friends/family, or when their responsibilities to the club conflict with other interests

- **Three Types to Manage:**
 - **Actual:** A conflict currently exists.
 - **Potential:** A conflict could arise in the future.
 - **Perceived:** A reasonable person might perceive that a conflict exists.

- **Typical High-Risk Areas:**
 - **Procurement/Contracting:** Hiring a business owned by a committee member or where a committee member receives a material benefit.
 - **Selection:** A coach selecting their child over a better-performing player.
 - **Recruitment:** Hiring a family member for a paid role.
 - **Conflicts of Loyalty:** Serving on the board of two competing clubs.

Policy Statement

All relevant persons must:

- Act honestly and in the best interests of the club
- Avoid conflicts of interest wherever possible
- Declare any actual, potential, or perceived conflicts as soon as they arise
- Not participate in decisions where a conflict exists

Disclosure Requirements

A conflict of interest must be disclosed to the Club Manager or Management Committee (if the matter involves a Management Committee discussion and/or decision):

- As soon as the individual becomes aware of the conflict
- At the start of any meeting where a relevant matter is being discussed

- On appointment to a role (initial disclosure)
- Whenever circumstances change

Disclosures must include:

- The nature of the interest
- The relevant matter or decision
- Any potential benefit or influence

All disclosures are to be recorded in:

- The **Conflict of Interest Register**
- Meeting minutes where applicable

Management of Conflicts

Once a conflict has been declared, the Club Manager or Management Committee (or Chair, where appropriate) will determine how it is managed.

Management actions will be determined based on the nature and seriousness of the conflict and may include:

- Full disclosure recorded in the minutes
- The person abstaining from discussion and decision-making
- The person leaving the room during discussion and/or voting
- The person not receiving related documents or information
- The person not being counted towards quorum for that item (where appropriate)

The Chair will determine the appropriate course of action, having regard to governance best practice and the need to ensure decisions are made independently and in the best interests of the Club.

Register of Interests

The Club Manager shall maintain a **Conflict of Interest Register** which will include:

- Date of disclosure
- Name of person
- Description of interest
- Nature of conflict
- Relevant matter or decision
- Action taken to manage the conflict
- Date managed/resolved
- Signature of the member

Responsibility

- **Club Manager and Management Committee shall:**
 - Ensure compliance with this policy
 - Maintain oversight of the register
 - Ensure conflicts are properly managed and documented
 - Call for disclosures at the start of meetings
 - Ensure that conflict of interest management is actively applied in meetings and not limited to disclosure alone

Breach of Policy

Failure to disclose or properly manage a conflict of interest may result in:

- Removal from decision-making processes
- Disciplinary action
- Removal from position

Policy Review

This Policy will be reviewed periodically, as necessary, to ensure compliance with legislation and safeguarding standards.